



STATE OF HAWAII
DEPARTMENT OF HEALTH
FAMILY HEALTH SERVICES DIVISION
MATERNAL AND CHILD HEALTH BRANCH
741-A SUNSET AVENUE
HONOLULU, HAWAII 96816

November 23, 2004

To: Healthy Start Applicants

From: Mark Yabui, Contract Specialist

Subject: **Addendum 3 to RFP Number HTH 550-2**
(Responses to Written Questions Submitted by November 12, 2004)

1. Question from Applicant

In considering cost for this training proposal, are the travel arrangements for staff attending the training outside the periphery of the grant, or does the potential grantee need to include those costs within this proposal?

Answer to Applicant

The potential awardee for the training contract does not need to include travel costs for training participants in their proposal. Those awarded contracts for Home Visiting (HV) and Early Identification (EID) for the islands of Kauai, Maui, Molokai and Hawaii are allowed to include neighbor island travel to Oahu in their budgets.

2. Question from Applicant

Has any of the Healthy Start staff received the HFA prenatal training, or does this proposal require that all existing and new staff receive this training?

Answer to Applicant

Under the current training contract, some HS staff will receive the HFA prenatal training. Not all staff will have had the opportunity to be trained by the end of the current contract. The training and technical assistance contract is for the entire Healthy Start System. All staff must be offered sufficient training options in order to ensure that there is ample opportunity for staff to receive the training.

3. Question from Applicant

In terms of developing a systemic approach to training, is there any "training development plan" time available through this grant, or does the training need to be in place by July 1, 2005.

Answer to Applicant

Once the contract is awarded, a plan will be developed collaboratively between the training and technical assistance Purchase of Service Provider (POSP) and MCHB after the release of the Findings and Decisions and prior to July 1, 2005.

4. Question from Applicant

In regard to the role specific training for the CDS and the CSp; what are the qualifications required for this staff? Has the Healthy Start program developed a training curriculum or does this curriculum need to be developed by the potential grantee?

Answer to Applicant

Qualifications for the CDS and CSp are described in 550-3, Sub-Category Home Visiting, Section 2, page 2-8 to 2-9. Qualifications for those providing training to CDS and CSp are described in 550-2, Sub-Category Training and Technical Assistance, Section 2, page 5. Development of the Intensive Role Specific (IRS) training materials for CDS and CSp have begun with modifications being made after each training. Finalization will be in the next contract FY06-09.

5. Question from Applicant

In regard to the role specific training of the Data Management staff: is there a curriculum in place?

Answer to Applicant

Development of the IRS training materials for Data Management staff have begun with modifications being made after each training. Finalization will be in the next contract FY06-09.

6. Question from Applicant

Do the FSWs actually serve as the early intervention staff, or do they partner with the early intervention system?

Answer to Applicant

Hawaii Healthy Start is part of the Early Intervention (EI) System. All within the system are part of the system and work with each other.

7. Question from Applicant

According to the RFP, it sounds like all staff needs to be trained in the Program for Infant/Toddler Caregivers (PITC) curriculum. Is this a requirement of the potential grantee?

Answer to Applicant

The Program for Infant/Toddler Caregivers (PITC) curriculum was mentioned in Attachment F – Hawaii Healthy Start program model on page 17 (Pages are not numbered) for reference/information. This document describes current quality improvement activities. Reference made to the PITC curriculum was describing an enhancement (non-required) under the current training contract.

8. Question from Applicant

Can you please describe the “cost reimbursement” process?

Answer to Applicant

Cost Reimbursement is where the Provider will first pay for all expenses incurred and will be reimbursed after the invoice is submitted to MCHB.

9. Question from Applicant

Can you please provide the number of staff in the Healthy Start Program?

Answer to Applicant

Each POSP is responsible for staffing patterns (beyond those stipulated in Scope of Service) to meet contracted performance objectives. There are approximately 325 to 350 total current staff in the Healthy Start Program statewide.

10. Question from Applicant

Administrative, 2nd paragraph: What are the “MCHB quality improvement activities, evaluation measures and data collection methods and standards?”

Answer to Applicant

MCHB quality improvement activities, evaluation measures and data collection methods and standards are specific to each contract, POSP, and success in meeting contracted performance objectives for purposes of on-going accountability. A plan will be developed and implemented for each POSP after the release of the Findings and Decisions and prior to July 1, 2005.

11. Question from Applicant

Service Activities, #3 “Required training for individuals with IDEA/OSEP compliance”
What specific training classes need to be available to parents and who is responsible for parent notification of the availability of these classes?

Answer to Applicant

Required trainings for Individuals with Disabilities Education Act (IDEA)/Office of Special Education Programs (OSEP) compliance are clearly stipulated for staff. Parents should be invited and encouraged to attend all trainings made available to staff. It is the responsibility of the Provider to notify each and every POSP in a timely manner of trainings available. It would then become the responsibility of the receiving POSP to notify, invite, and encourage parent participation in a timely manner.

12. Question from Applicant

What does "available to parents" specifically mean in terms of day, time and location?

Answer to Applicant

"available to parents" is not specifically referred to in the RFP. However, in relation to question and answer number 11, available to parents specifically means in terms of day, time, and location.

13. Question from Applicant

Are there provisions if the request is higher than the grant amount, in order to be able to provide all the services at a higher quality?

Answer to Applicant

Currently, there is no additional funding other than the amount stipulated on page 1, Addendum 1, dated October 20, 2004. Please refer to RFP #550-2, Page 2-2, Section I. E. Probable funding amounts, source and period of availability.

14. Question from Applicant

What is the staff retention within the Healthy Start Program for Early Identification and Home Visiting?

Answer to Applicant

Staff retention varies among POSP and is not monitored by MCHB.